

<b>Job Title:</b>	<b>DIRECTOR OF TECHNOLOGY</b>
<b>Department:</b>	Administration
<b>Reports to:</b>	Assistant Superintendent, Superintendent
<b>Classification:</b>	Exempt / Certified Staff
<b>Employment:</b>	12 months / Contract
<b>Evaluation:</b>	Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of administration personnel.

## **SUMMARY**

The Director of Technology provides vision and leadership for developing, implementing and managing district technology initiatives and functions. The position is responsible for integration, coordination, operation, procurement, installation, maintenance, and budget for all data technologies used by the district to support teaching, learning and district business activities. The Director must drive cost effective solutions for district and school operations and increase efficiency of business processes in support of the district's CSIP plan.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

***To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.***

1. Provides an advanced level of technical expertise in technology planning, developing standards and supporting personal computers, local area networks, wide area networks, television, cable, satellite, telephone, ITV, email service, Internet/Intranet connectivity and related technologies.
2. Works with the Technology Committee to develop, maintain and implement the Technology Plan.
3. Recommends appropriate hardware and software to complement the Technology Plan.
4. Coordinates with appropriate district staff on information systems, communications, and student management system initiatives and serves as the principal advisor to the Assistant Superintendent and Superintendent on technology matters.
5. Researches and makes recommendations regarding technical options available that will benefit the students and staff of the district.
6. Oversees, coordinates and monitors all projects related to selection, acquisition, development and installation of major information systems for the district.
7. Oversees the annual Technology Department operating and capital budgets consistent with district plans and established financial guidelines.
8. Negotiates with vendors on technology purchases.
9. Negotiates service agreements with vendors and monitors systems performance to hold vendors accountable for meeting service levels.
10. Develops and enforces policy and procedures to ensure the protection of technology assets, along with the integrity, security and privacy of information entrusted to or maintained by the district's information systems.
11. Coordinates technical assistance for technology related equipment and software.
12. Coordinates technology into the curriculum.

13. Organizes training programs on the use of software applications, hardware and specialized technology equipment.
14. Maintains confidential nature of all school-related matters.
15. Develops positive working relationships with technical and non-technical users.
16. Performs other tasks and assumes other responsibilities as assigned by the supervisor or Superintendent.

### **SUPERVISORY DUTIES**

Directs, supervises and evaluates department staff in terms of their performance responsibilities and productivity in achieving the district's priorities.

### **QUALIFICATIONS**

#### **Background Checks**

Clearance on all background checks required by law that is satisfactory to the Administration.

#### **Education/Experience**

- Master's degree.
- Five or more years of experience in direct management of an IT operation.
- Two or more years of in a K-12 setting is preferred.
- The Director of Technology shall possess a working knowledge of multiple operating systems (Windows, Macintosh, etc.). The Director shall also have knowledge of various software packages (such as Microsoft Office, Lumen Student Records and accounting software). The Director should have the ability to manage Microsoft NT networks. The Director should be an experienced troubleshooter regarding technology used with PC's, networks and communications.
- Experience should include exposure to in-house and shared or outsources systems, multiple hardware platforms, and integrated information and communication systems.
- Experience with implementation and management of local and wide area computer network environments and enterprise resource planning systems.
- Demonstrated success working with people at all levels of the organization in establishing goals, objectives and action plans to produce expected results.

#### **Certificates, Licenses, Registrations**

Appropriate certification in field.

### **SKILLS AND ABILITIES**

#### **Language**

Communication (written and verbal) skills – high proficiency

#### **Computation**

Math skills – high proficiency

#### **Reasoning**

Reasoning skills such as investigating and fact gathering, problem-solving and the ability to interpret and follow directions are critical to job performance – high proficiency

## **Technology**

High proficiency.

## **Additional Skills and Abilities**

Interpersonal communication and the ability to work closely with a group – high proficiency  
Technical capability; business acumen; strategic thinking; district focus; leadership.

## **PHYSICAL DEMANDS**

***The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.***

## **Physical Requirements**

The individual who holds this position is regularly required to walk, hear and speak and must have close vision, color vision, peripheral vision and depth perception, along with the ability to focus. This position requires prolonged computer use.

Physical requirements also include, but are not limited to, reaching with hands/arms, using hands/fingers to handle objects and operate tools and/or controls, sitting (normal seated position), standing, walking (level or uneven surface), bending/twisting neck, bending/twisting at the waist, kneeling, crouching, crawling, climbing, reaching, lifting (over 50 lbs.), carrying objects (over 50 lbs.) while walking, pushing, pulling, presence of heat (summer high temperatures, high humidity, ovens, furnaces, etc.), presence of cold (winter low temperatures, walk-in refrigerator/freezer).

## **Hours / Attendance / Travel**

Regular attendance is an essential component of this position.

Outside of the normal Monday through Friday work hours, this position requires irregular hours – summer projects, processes that cannot be done during regular hours, and other events/meetings as necessary.

Some travel is required – delivering repaired technology, moving devices from one building to another, transporting equipment and materials from storage locations to their implementations and other travel as necessary. The ability to drive a car is a must.

## **CONDITIONS AND ENVIRONMENT**

***The work conditions and environment described here are representative of those that an individual will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.***

The individual who holds this position will regularly work in a school environment that is noisy and active, but will also include a typical office environment with the usual distractions. Frequent deadlines will be the norm. Occasionally the individual may be required to work outdoors for short periods of time. Risk of injury and exposure to disease may be present, but minimal.

## Job Description

*As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.*